

## Job Aid:

### How to Return Items in COMMBUYS

This Job Aid shows How to Return Goods and Services in COMMBUYS.

#### Of Special Note:

Before a receipt can be processed, there must be a PO in Sent status. The receiving of goods and services may be either: complete receipt or partial receipt. Items that are being returned must be received and then returned. The receipt of items can also be cancelled without first receiving them. This Job Aid shows how to return items on a PO and the completed receipt with a Receipt Number assigned in an updated status of Approved for Invoice.

Individuals within an agency or department who receive and or create requests for payments will find this document useful. These users **MUST** process receiving within the Basic Purchaser role or within the Department Access role with permission to receive.

#### Screenshot

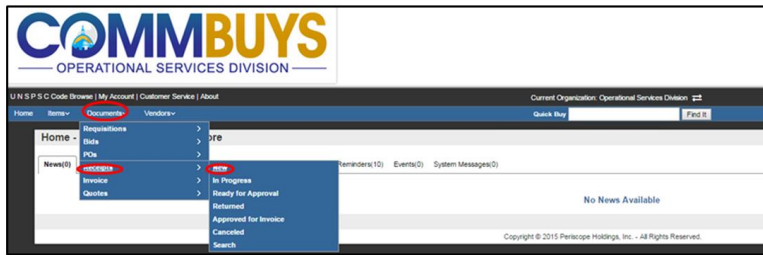


#### Directions

##### Step 1 Login to COMMBUYS

- Launch the COMMBUYS website by entering the URL for [COMMBUYS](https://www.commbuys.com) (<https://www.commbuys.com>) in the browser.
- Enter your Login ID and password and click the **Login** button on the COMMBUYS landing page.

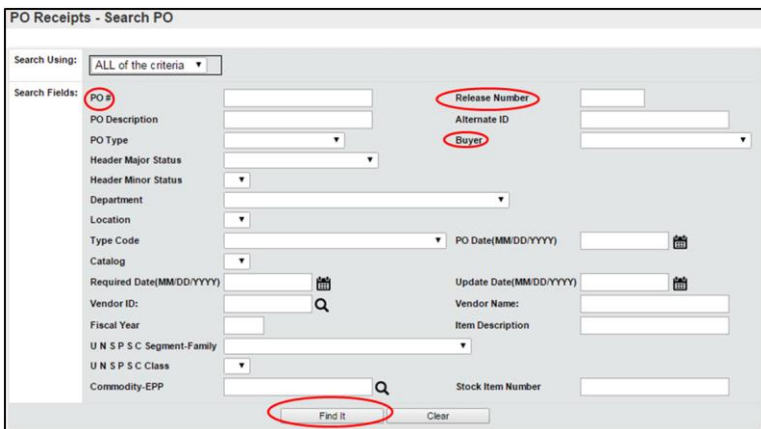
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### Step 2 Create new receipt

- From the Navigation Bar, select the **Documents** dropdown tab, then click on **Receipts > New**.
- The PO Receipts-Search PO search box appears.

NOTE: The User must be in the Basic Purchaser role or Department Access with permission to receive.

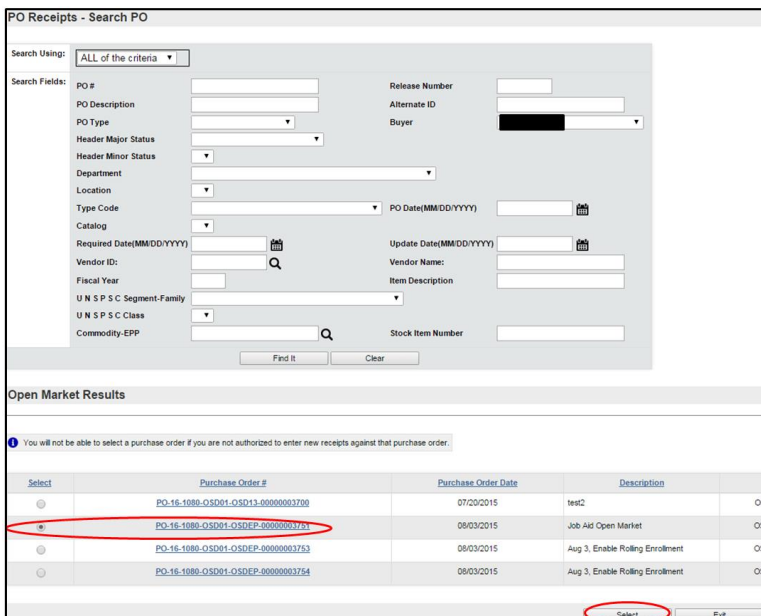


### Step 3a Locate Purchase Order

Locate the Purchase Order by using any of the following search fields:

- Purchase Order (#) number and Release Number or Buyer.
- Click **Find It**.

NOTE: If you search using the Buyer field, the results will produce a list of the entire existing POs for the specified buyer. Select the required PO.



Select	Purchase Order #	Purchase Order Date	Description	
<input type="radio"/>	PO-16-1888-OSD001-OSD13-00000003700	07/20/2015	test2	OS
<input type="radio"/>	PO-16-1888-OSD001-OSD13-00000003721	08/03/2015	Job Aid Open Market	OS
<input type="radio"/>	PO-16-1888-OSD001-OSD13-00000003753	08/03/2015	Aug 3, Enable Rolling Enrollment	OS
<input type="radio"/>	PO-16-1888-OSD001-OSD13-00000003754	08/03/2015	Aug 3, Enable Rolling Enrollment	OS

### Step 3b Select Purchase Order

From the list of existing purchase orders, select the PO by clicking the corresponding **radio button** in the select column.

Click **Select**.



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### Step 4 Create Return Receipt

The screen opens to the receiving screen. The Receipt Type column defaults to Receive.

Before returning an item; you must first receive the items. Ensure that each line item's receipt status is marked as Receive.

- Click **Receive All**.

In this example we are going to receive all the items.

### Step 5 Confirm Receipt

A dialogue box appears asking, "Do you want to Receive all items on this Receipt?"

- Click **OK**, to confirm

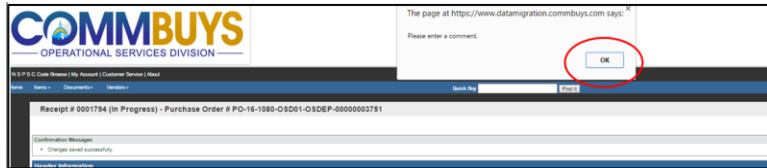
### Step 6a Return the Items

Next, go to the **Receipt Type** column for line item (1).

- Select **Return** from the dropdown menu.
- In the **Quantity/Dollar** column enter the amount being returned if a portion will be kept.
- Enter a comment/reason for making the return.

**NOTE:** A reason must be entered for each item returned.

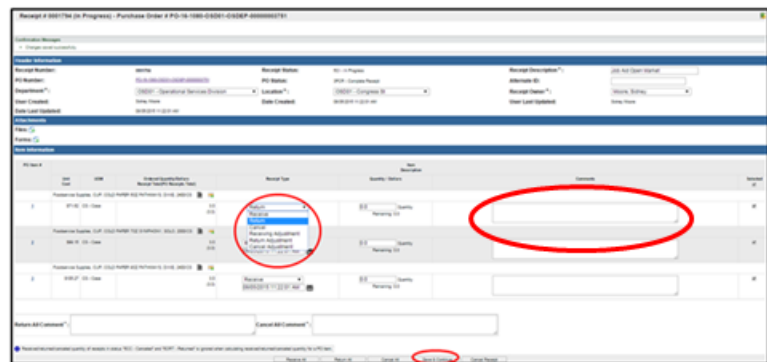
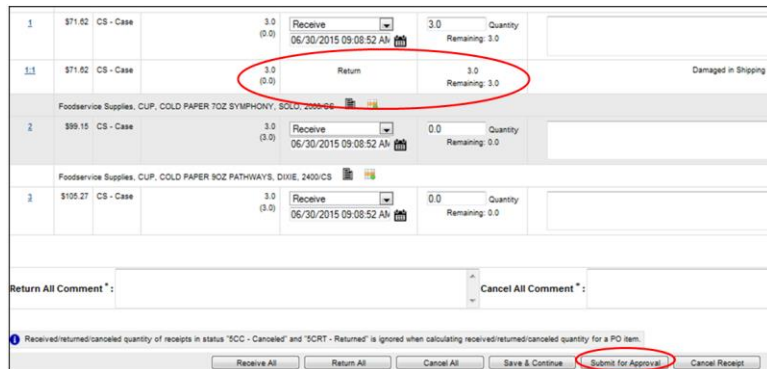
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### Step 6b Return the Items

If you attempt to **Save & Continue** without a comment this message displays.

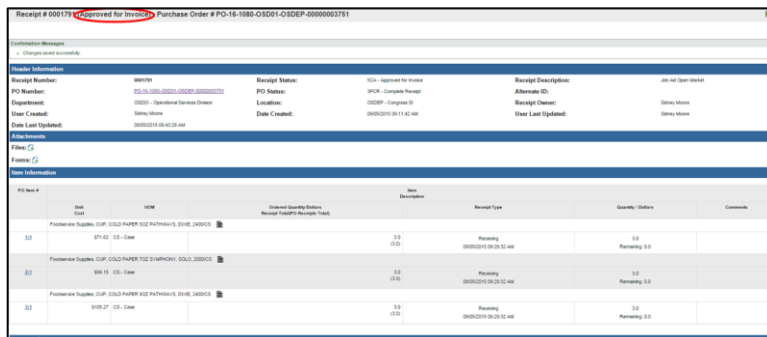
- Click **OK** and enter comment
- Click **Save and Continue**

### Step 7 Submit for Approval

The Quantity/Dollars Receipt Total (PO Receipts Total) column is updated reflecting that we made a Return.

- Click **Submit for Approval**



### Step 8

Once your receipt is approved it will be placed in the **Approved for Invoice** status.